



HUMAN RESOURCES COORDINATOR

The City of Newport Oregon is seeking an experienced human resource professional for the position of Human Resources Coordinator. This is a full-time position with a salary range of \$3,664 - \$5,065 monthly, plus excellent benefits.

The Human Resources Coordinator is responsible for coordinating the human resource functions of the city. The position requires confidentiality and professionalism. Responsibilities include employee recruitment, benefit administration, worker's compensation, leaves of absence, maintenance of personnel records, benefit/wage surveys, job descriptions, training, research and updating the employee Personnel Handbook. The Human Resources Coordinator is expected to know applicable state, federal, and local labor laws. A copy of the job description is on the city website at www.newportoregon.gov.

MINIMUM JOB QUALIFICATIONS:

Professional Human Resource Certification, or minimally, an Associate's degree or equivalent in related field AND three years related experience.

Knowledge of federal, state, and local laws and rules as they relate to human resources and employment practices. Knowledge of office practices, computers, software programs such as Word and Excel, and customer relations.

Skill in the use of personal computers, various related software programs, and standard office equipment, working with people in adverse employment situations.

Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to analyze workforce situations objectively, effectively respond to employee and public requests for assistance, communicate effectively, both orally and in writing, with individual and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

TO APPLY: Applicants should send letters of interest, resumes, city application forms, and three professional references to Peggy Hawker, City Recorder/Special Projects Director, City of Newport, 169 SW Coast Highway, Newport, Oregon

97365. All applicants should clearly identify how they meet the minimum job qualifications. For inquiries, contact Peggy Hawker at p.hawker@newportoregon.gov. Application deadline is April 11, 2014, at 5:00 P.M., PDT. The City of Newport is an EEO employer and veteran's preference provider.